



Young People's meetings: ground rules and tips

General

- Everyone in the room is equal
- Respect one another
- Avoid jargon or overly scientific language
- When drawing from your own expertise and knowledge, whether that is talking about academic research or lived experience, try to do so in a way that encourages constructive discussion without anyone being excluded from the conversation
- Ask questions if you need to, no question is a silly question – if you're thinking it, someone else probably is too
- Take as many breaks as you need to. If you're leaving, please let a member of staff know so that we're not worried
- All sensitive information will remain confidential. No one is expected to disclose anything that they do not want to

Zoom

- Please accurately label yourself in the waiting room by your name (first name is fine).
- Please keep your camera on. We ask that you keep your camera on throughout the meeting, but we do understand that you may need to turn it off for short periods from time to time (for example, to answer your door, go to the toilet, etc).
- Be wary of background noise; please mute your microphone if not in use.
- Privacy: if you can, please either find a private space or wear headphones when in a call with us. This will help limit the chances of disturbance and distractions.
- Please do not record or take screenshots during the meeting. McPin staff may ask to record the meeting but this will always be optional, and any recording will be deleted after the notes have been written.
- Contribute in the way that you feel most comfortable. Use the 'chat' option to type responses if you would prefer. The chat will be saved so even if points don't get raised, they will still be accounted for.



- You can use the private chat function to message the chair of the meeting if you would like to raise a point to add to the notes or for them to bring into the discussion, or if you have any concerns.
- Please do not use the private chat feature to contact group members (other than staff). If you receive an unwanted private message from another group member, please contact the responsible McPin member of staff.
- You can use the raise your hand feature (or actually raise your hand) to speak/vote.